

**State of Delaware Contract #05-091-AC Toshiba End of Term Lease Notification
Equipment Return Request**

Please Fax This Form 30 Days Prior to Lease Term Expiration to Toshiba: 949-462-2585 or email to delaware@tabs.toshiba.com. If you have any questions or concerns please contact Joanne Paul at 949-462-6235 or by email to joanne.paul@tabs.toshiba.com

Please note, it is possible that the equipment on this contract may be picked up before the agreement has terminated. The State of Delaware remains responsible for any pending payments to the term of the contract regardless of the location of the equipment. No additional payments or charges beyond the contract term will be incurred provided that all invoices are paid on time and in full.

Date of Request: _____ **Requestor Name:** _____

Contact Information

Name _____	Title _____
Email _____	Phone Number _____
Fax Number _____	Authorized Signature _____
Equipment Location Address: _____	
Building Name, Room/Suite Number _____	
City, State & Zip Code _____	
Instructions: _____	

Equipment Information

Copier Model & Serial Number _____	Accessories _____
Meter Read _____	Date Form Faxed _____
Lease End Date _____	_____

Return Date Requested

Date: _____

Toshiba Acknowledgement

Date: Funding Notified _____	Shipping Instructions Sent _____
Shipping Instructions Rec'd _____	
Lease No. _____	

Toshiba End of Term Lease Notification
Data Security Wipe for Copiers

Device and End-of-life Security Acknowledgement Form

Copiers placed under contract 05-091-AC with Toshiba in which the agency requires wipe services of the existing hard drive. See below for options and pricing as of September 3, 2010.

Bands 1& 2: Are not equipped with hard drives, therefore information is not stored into the machine. The only image stored will be the last page copied/scanned/faxed/printed, you may copy a blank page with an "X" to cancel out any memory on the copier.

Bands 3 thru 10: Our data wipe service ensures complete removal of all written hard drive data and leaves the hard drive intact and reusable. Please check the box/price option for the model you have below or check to decline these services. Further information regarding the data wipe service can be found on page 3 of this document.

End of Term Options for Disposal or Return of Existing Toshiba Equipment

☐ **DoD 3-Pass Wipe Service Fee: \$195.00** (model numbers: 205L, 255, 305, 455, 202L, 233, 283, 352, 452, 353, and 453).

☐ Provide copy of certificate back to state agency for audit records.

☐ **DoD 3-Pass Wipe Service Fee: \$295.00** (model numbers: 555, 655, 755, 855, 2330c, 2830c, 3530c, 4520c, 520, 600, 720, 850, 523, 603, 723, 853, 5520c, 6520c, 6530c, 281c, 3451c, 4551c, 2500c, 3500c, and 3510c).

☐ Provide copy of certificate back to state agency for audit records.

☐ **I decline the above listed security services.**

By signing below, Customer acknowledges that it is Customer's responsibility to protect its information and that Toshiba is not responsible for Customer information that may reside on the copier or printer hard drive. Customer has been advised of services that Toshiba offers to assure protection against the inadvertent disclosure of Customer information that may reside on a copier or printer hard drive.

Customer Signature _____

Date _____

Toshiba Authorized Signature _____

Date _____

Contact Information

Name _____

Title _____

Email _____

Phone Number _____

Fax Number _____

Equipment Location Address: _____

Building Name, Room/Suite Number: _____

City, State & Zip Code: _____

Disposal or Return of Existing Toshiba Equipment (End-of-Life)

Safe and Secure Data Removal for any Hard Drive

Our Data Wipe service ensures complete removal of all written hard drive data and leaves the hard drive intact and reusable. We wipe all accessible hard drive data by overwriting all HEX values in each Hard Drive sector regardless of bad sector, partitions or hidden Hard Drive areas (HPA removal). 0% chance for recovery by any method.

- DoD 3-Pass Wipe* (3-time overwrite according to various security standards)

* In accordance with HIPAA, DOD5220.22M, British Standard 7799 & ISO17799 standards.

After each process a certificate is available. Please ensure form is checked that you would like a copy of the certificate sent to your agency.

This process includes firmware reinstallation, if necessary, which keeps the machine viable and maintains the machine's value in accordance with standard lease agreements.

Pricing is as follows:

\$195.00 for the following models: 205L, 255, 305, 455, 202L, 233, 283, 352, 452, 353, and 453.

\$295.00 for the following models: 555, 655, 755, 855, 2330c, 2830c, 3530c, 4520c, 520, 600, 720, 850, 523, 603, 723, 853, 5520c, 6520c, 6530c, 281c, 3451c, 4551c, 2500c, 3500c, and 3510c.

Invoicing for Data Wipe services are handled directly through the carrier Copex. Process completion certification is provided by Copex to the end user. Copex will pick up equipment and process Data Wipe service off site. Agencies will be billed directly by Copex for services listed above.